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ABSTRACT

Aimed at assisting school administrators in writing letters, memos, reports, grant proposals, press releases, summaries, research papers, and other types of documents, this book is organized into three parts. Part 1 covers activities conducted before drafting the document. Following an introductory chapter reviewing four stages of the writing process (prewriting, drafting, revising, and editing), chapter 2 discusses eight techniques for finding writing ideas and methods for organizing them. The informal outline is stressed, but formal outlining techniques are also described. Part 2 treats the drafting process. After describing the structure and format of typical letters and memos, chapter 3 covers the purpose of intended communications. Chapter 4 deals with the formal report, and chapter 5 treats the grant proposal. Chapter 6 discusses the types of public relations writing required of today's administrator, and chapter 7 deals with documents needed for career advancement. Part 3 covers revising and editing. Chapter 8 discusses revision for effectiveness, and chapter 9 reviews nine common stylistic errors. Each chapter contains a list of learning objectives, a summary, and appropriate learning activities. The final section contains over 100 model letters and memos arranged by purpose and audience. Three appendices index letters by purpose, audience, and subject. A general index is also included. (MLH)

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